

# Press Release

## **In-District Transfer Window Opens for Ponca City Schools**

The Ponca City Public Schools in-district transfer request window will open January 3<sup>rd</sup>, 2017 and close on May 1<sup>st</sup> of 2017. Parents or legal guardians of elementary students requesting an in-district transfer from the student's home attendance site to another elementary site within the district must complete and submit the Ponca City Public Schools in-district transfer application and turn it into the receiving site during the transfer request window for the transfer request to be considered for the following school year. In-district transfer forms can be obtained from elementary sites or at the Board of Education Building located at 613 E. Grand Ave.

In-district transfer requests will not be granted until after the district fall enrollment of the same year that the transfer is requested. Requests will be granted based upon availability of space and appropriate programs. In accordance with board policy site grade levels reaching 93% capacity during fall registration will not be allowed to accept transfers during the district fall transfer meeting.

Transportation of in-district transfer students is the sole responsibility of the parent or guardian. If attendance issues occur due to transportation, the transfer may be withdrawn immediately and the student will return to their home school site. Site principals may deny a transfer request or withdraw a current transfer based upon the best interest of a student's academic or social well-being. Transfer request after May 1, 2017 will not be considered. If families choose to move to another school attendance zone during the summer months they must understand that they will be expected to attend the school located in that attendance zone. If you have questions about your school attendance zone feel free to call The Ponca City Public Schools registration center at 580-718-3834.

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